

IC Memorandum 15-15



Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Website kehpn.ky.gov

To: KEHP Insurance Coordinator (ICs) & Billing Liaisons

From: Department of Employee Insurance (DEI)

Re: Annual HIPAA Training – Revised Course

Date: May 22, 2015

As an IC with access to Electronic Protected Health Information (ePHI) through KHRIS, you have been assigned to take DEI's updated HIPAA training: KEHP-HIPAA Privacy and Security Overview. This course replaces the training previously on KYTRAIN and fulfills the annual DEI HIPAA training requirement.

Please complete this course by **Tuesday, June 16, 2015**. The course should take less than 30 minutes to complete.

Instructions for accessing the training:

Step 1: To access your training, go to <http://www.learn.bridgefront.com>.

- Use Google Chrome as your internet browser
- If you are unable to use Google Chrome, Internet Explorer will function properly by changing compatibility settings.
 - *Go to the Tool icon.
 - *Click on Compatibility View settings.
 - *Type Bridgefront.com in the "Add the Website" box.
 - *Click Add.
 - *Click Close.

Step 2: In the 'Registered User' section, enter your user name and password.

- Your User Name is: **KEHP_ABC1234**
 - (Use your KHRIS login as the ABC1234 portion)
- Your default password is "**changeme**"
 - Passwords are case sensitive

We strongly encourage you to change your password to a more secure password once you have logged in.

Step 3: Click Login

Step 4: Click Current Assignments



Step 5: Under the Assignments List, click on: *BF 18007 HIPAA Privacy & Security Overview V9 Custom 2 of 2*.

Step 6: Under Course Titles, click START for *KEHP HIPAA Privacy & Security Overview V9 Custom 1 of 2*.

Remember that there is a post-test at the end of the training and you must receive an 80% to be considered complete.

If you have any questions or feedback on the course, please contact Jen
Alvis: Jennifer.alvis@ky.gov

